
**PARK COUNTY
POSITION DESCRIPTION**

I. POSITION IDENTIFICATION

Work Unit: Refuse

Supervisor: Transfer Station/Collection Manager

Current Classification:

Pay Grade:

Title: Transfer Station Operator/Mechanic

Non-Exempt

II. ASSIGNED DUTIES AND TASKS

Position overview:

This position is responsible for operating plant and equipment with a high level of efficiency. Position is responsible for a multitude of tasks including operating a bobcat loader, sorting garbage and recyclable material. Additionally, the position is responsible for the upkeep of plant including the compactor, electrical and plumbing; and is also responsible for equipment including bobcat, forklift, garbage trucks, rolloff trucks, etc. Position is responsible for identifying and completing mechanic operations

Each duty listed below makes up at least 20% of the duties of this position and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change

A. Mechanic Duties

1. Conducts preventive maintenance.
2. Uses hand tools to complete work assignment
3. Operates gas cutting torch and electrical welder.
4. Repairs equipment, including hydraulics, electrical, and mechanical equipment.
5. Identifies and completes mechanic operations as needed.

B. Transfer Station Operator Duties

1. Must sort recyclable metals and cardboard, and compact garbage efficiently.
2. Operate weight scale when needed.
3. Performs office duties, i.e. phone messages, etc.
4. Ensures public's safety while they are on the premises.

C. Other Duties As Assigned

Performs other duties as assigned.

III. KNOWLEDGE

Must have mechanical training in repair of large trucks and hydraulic equipment. Must have knowledge of electricity and plumbing. Must be able to use a welder safely and efficiently. Will need to read and understand electrical diagrams and maintenance manuals. Must have ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations needed.

Education and Experience

EDUCATION and/or EXPERIENCE:

High School Diploma or GED.

Must have one to two years' related experience and/or training, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Class B CDL Driver's License

IV. ACCOUNTABILITY

1. This position makes decisions regarding the mechanical operations of the Refuge Department. It must represent Park County in a positive manner. Actions and services provided have a direct impact on the financial integrity of the County as a whole. Work is covered by established guidelines, and policy manuals are available.

V. CONFIDENTIALITY

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable policy and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally accesses information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment

VI. INDEPENDENCE OF ACTION

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems. Will work to develop and recommend new processing procedures in response to identifying process inefficiencies, frequent errors, etc. Work objectives and priorities are defined by Transfer Station/Collection Manager.

VII. PERSONAL CONTACTS

This position has contacts with other the public, county personnel, elected officials, department heads, and vendors in order to be responsive to questions and inquiries regarding proper refuse disposal.

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit, climb and/or balance. The employee is frequently required to stoop, kneel, crouch, or crawl, use hands to finger, handle, or feel, and reach with hands or arms. The employee is regularly required to stand or walk.

The employee must occasionally lift and/or move up to 100 pounds.

The position requires the following special vision requirements: close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).